



香港中文大學校外進修學院

SCHOOL OF CONTINUING STUDIES THE CHINESE UNIVERSITY OF HONG KONG

學歷課程報名表格

Enrolment Form for Award-bearing Programmes

請於填寫本報名表格前閱讀背頁之報名程序及須知。Please read Enrolment Procedures and Guidelines overleaf before filling out this form.

報讀每一課程者請填寫一張報名表格。Please use a separate form for each programme.

申請人可自行影印此報名表格作申請其他課程用途。Photocopy of this form is acceptable.

請以正楷填寫。Complete in BLOCK LETTERS.

由本院填寫 For SCS use only

- 錄取 Admitted
- 不錄取 Rejected
- 後補名單 Waiting List
- HK\$ _____ 報名費已收 Enrolment Fee Accepted
- 以支票/本票支付 Paid by Cheque
- 以信用卡支付 Paid by Credit Card
- HK\$ _____ 學費已收 Tuition Fee Accepted
- 以支票/本票支付 Paid by Cheque
- 以信用卡支付 Paid by Credit Card

報讀課程 Programme applied for:

課程編號 Programme Code	課程名稱 Programme Title

甲部 Part A : 個人資料 Personal Particulars

香港身份證號碼: HKID Card No.: ()

學生 / 註冊編號 #: Student ID / Registration No. #:

* 舊生填寫 # If previously enrolled in SCS courses / programmes

稱謂 Title: 先生 Mr. 小姐 Miss 太太 Mrs. 女士 Ms.

中文姓名: Name in Chinese:

英文姓名: Name in English:

姓氏 Surname 名字 First Name (必須與身份證相同 Must be the same as ID card)

出生日期: (日/月/年) Date of Birth: (dd/mm/yyyy) - -

職業: Occupation:

工作機構: Name of Employer:

手電 / 傳呼: Mobile / Pager:

住宅電話: Home Telephone:

辦事處電話: Office Telephone:

辦事處 / 聯絡傳真: Office / Contact Fax:

電子郵箱地址: E-mail Address:

通訊地址: Correspondence Address:

香港 H.K. 九龍 KLN. 新界 N.T. 離島 ISLDS.

最高教育程度: Highest Achieved Education Level:

- 中五程度 Form 5
- 中七程度 Form 7
- 大學 University
- 研究院 Postgraduate Degree or above
- 副學位 / 文憑 / 證書 Post-Secondary
- 其他 (請註明): Others (Please specify):

乙部 Part B : 繳費方法 Methods of Payment

支票號碼 Cheque No.:

如報讀超過一個課程, 請分別開列支票。Please issue a separate cheque for each programme.

信用卡 Credit Card

Visa Master

信用卡號碼 Card No.

發卡銀行 Card Issuing Bank:

持卡人姓名 Card Holder's Name: 有效日期 Expiry Date:

m m y y

本人授權予校外進修學院支取報名費HK\$ _____ / 學費HK\$ _____。I hereby authorize payment of Enrolment Fee HK\$ _____ / Tuition Fee HK\$ _____.

持卡人簽署 Card Holder's Signature: 日期 Date:

丙部 Part C : 學歷、工作經驗及技能 Qualifications, Work Experience and Skills

申請人可加紙填寫。Please use separate sheet for filling out this part in case of inadequate space.

申請人填寫此部份前須參閱個別課程章程內之錄取資格，並提交課程所要求之補充資料。Please refer to the individual programme brochure before filling out this part. Applicants may be required to submit additional information to support his / her application as required by different programmes.

i) 學歷及專業資格 (請順序列出) Educational and Professional Qualifications (in chronological order)

申請報讀課程所需的學歷 (個別課程要求申請人填寫所有的學歷，請參閱有關課程章程)。Provide details of qualifications only relevant to the programme you are applying for unless otherwise specified in the respective programme brochure.

由月/年 From MM / YYYY	至月/年 To MM / YYYY	頒授學歷機構 Issuing Authority	學歷 / 專業資格 Qualification / Professional Qualification	頒發日期 Date of Award

申請人請附上有關學歷及專業資格之證明副本 (如適用)。Please provide copies of the educational and professional qualifications, if applicable.

ii) 工作經驗 (請順序列出) Work Experience (in chronological order)

申請報讀課程所需的工作經驗 (個別課程要求申請人填寫所有的工作經驗，請參閱有關課程章程)。Provide details of work experience only relevant to the programme you are applying for unless otherwise specified in the respective programme brochure.

由月/年 From MM / YYYY	至月/年 To MM / YYYY	公司名稱及地址 (如屬兼職，請予註明) Company Name & Address (if part-time, please specify)	職位 Position Held	職責簡述 Scope of Duties

申請人請附上有關工作經驗之證明副本 (如適用)。Proof of work experience / references may be required.

iii) 語言能力 Language Skills

申請報讀課程所需的語文能力，請參閱有關課程章程。Provide details of language skills only relevant to the programme you are applying for as specified in the respective programme brochure.

	頒發成績證明 / 修讀機構 Issuing Authority	成績 / 程度 Results / Level	頒發 / 修讀日期 Date of Issue / Completion
英語水平 English Proficiency			
漢語 (普通話水平) Putonghua Speaking Proficiency			
日語水平 Japanese Proficiency			
中文水平 Chinese Proficiency			
韓語水平 Korean Language Proficiency			
其他語言 (請註明) Other Languages (Please specify)			

申請人請附上有關語言能力測試之成績單 / 修業證明副本 (如適用)。Please provide copies of the language test results / qualifications, if applicable.

iv) 普通話系列證書 / 日語證書 / 韓語證書課程 (如報讀普通話系列證書 / 日語證書 / 韓語證書課程者須填寫以下部份。)

Putonghua / Japanese / Korean Certificate Programmes (Please fill in this part if you apply for a Putonghua / Japanese / Korean Certificate Programme.)

第二選擇 Second Choice: _____ 第三選擇 Third Choice: _____

上一期修讀之班級 Course / Programme previously taken at SCS: _____ 日期 Date: _____ 程度 Level: _____ 班別 Class: _____

其他課程 Other non-SCS course / programme taken: _____

v) 藝術課程 (如報讀藝術課程者須填寫以下部份。) Art Programmes (Please fill in this part if you apply for an Art Programme.)

如曾進修藝術課程，請註明 Have you even taken any Art Programmes / Courses? If yes, please specify: _____

附交藝術作品數目 No. of masterpieces attached: _____ 附交藝術作品類別 Nature of masterpieces attached: _____

vi) 電腦知識及其他技能 Computer Knowledge and Other Skills

vii) 申請學分豁免 (本院保留最終決定權) Advanced Standing (Subject to the approval of the School)

是 Yes 否 No 不適用 Not Applicable

viii) 申請科目豁免 (本院保留最終決定權) Subject Exemptions (Subject to the approval of the School)

是 Yes 擬申請豁免之科目 Subject(s): _____ 否 No 不適用 Not Applicable

丁部 Part D: 聲明 Declaration

- 本人聲明本報名表格及隨附文件所載資料，依本人所知均屬真確，並無錯漏。I declare that all information given in this Enrolment Form and the attached documents are, to the best of my knowledge, accurate and complete.
- 本人同意如本人註冊入學，當遵守大學及學院的規例。I consent that if admitted, I will conform to the Rules and Regulations of the University and School.

簽名
Signature _____

日期
Date _____

成部 Part E :

你如何得悉本院的課程資料？(可作多項選擇)

Where did you get the information about this programme? (You may choose more than one option)

- | | |
|---|---|
| <input type="checkbox"/> 學院課程手冊 School Prospectus | <input type="checkbox"/> 報章廣告 Newspaper Advertisement |
| <input type="checkbox"/> 個別課程資料 / 單張 Programme brochures / flyers | <input type="checkbox"/> 蘋果日報 Apple Daily |
| <input type="checkbox"/> 展覽 Exhibition | <input type="checkbox"/> 信報 HK Econ Journal |
| <input type="checkbox"/> 網頁 Website | <input type="checkbox"/> 經濟日報 HK Econ Times |
| <input type="checkbox"/> 講座 Seminar | <input type="checkbox"/> 招職 Jiu Jik |
| <input type="checkbox"/> 雜誌 Magazine | <input type="checkbox"/> Job Market |
| <input type="checkbox"/> E-ZONE | <input type="checkbox"/> 都市日報 Metro Hong Kong |
| <input type="checkbox"/> 電腦廣場 PC Market | <input type="checkbox"/> 明報 Ming Pao |
| <input type="checkbox"/> 電腦週刊 PC Weekly | <input type="checkbox"/> 東方日報 Oriental Daily |
| <input type="checkbox"/> 其他 Others: _____ | <input type="checkbox"/> 教協報 PTU |
| 其他媒體 Other Media | <input type="checkbox"/> Recruit |
| <input type="checkbox"/> 互聯網 Internet | <input type="checkbox"/> 成報 Sing Pao |
| <input type="checkbox"/> 地鐵廣告 MTR Advertisement | <input type="checkbox"/> 星島日報 Singtao Daily |
| <input type="checkbox"/> 路訊通 RoadShow | <input type="checkbox"/> 南華早報 SCMP |
| <input type="checkbox"/> 其他 Others: _____ | <input type="checkbox"/> 大公報 Tai Kung Pao |
| <input type="checkbox"/> 親友推介 Referrals | <input type="checkbox"/> 太陽報 The Sun |
| | <input type="checkbox"/> 文匯報 Wen Wei Pao |
| | <input type="checkbox"/> 其他 Others: _____ |

你感興趣的課程範疇(可作多項選擇)

Areas of your interests (You may choose more than one option)

- | | |
|---|--|
| <input type="checkbox"/> 會計 Accounting | <input type="checkbox"/> 財務 Finance |
| <input type="checkbox"/> 針灸學 Accupuncture | <input type="checkbox"/> 食品及營養學 Food and Nutrition Sciences, Dietetics |
| <input type="checkbox"/> 行政管理 Administrative Management | <input type="checkbox"/> 歷史及考古學 History and Archaeology |
| <input type="checkbox"/> 藝術 Art | <input type="checkbox"/> 款客服務業管理 Hospitality Management |
| <input type="checkbox"/> 設計 Design | <input type="checkbox"/> 房屋管理 Housing Management |
| <input type="checkbox"/> 商業學 (包括電子商務) Business Studies (including e-Business) | <input type="checkbox"/> 人文科學 Humanities |
| <input type="checkbox"/> 書法 Calligraphy | <input type="checkbox"/> 圖書館學及資訊科學 Library and Information Science |
| <input type="checkbox"/> 中國法律 China Law | <input type="checkbox"/> 管理學 Management Studies |
| <input type="checkbox"/> 中國商業 Chinese Commerce | <input type="checkbox"/> 市場學 Marketing |
| <input type="checkbox"/> 中國文化 Chinese Culture | <input type="checkbox"/> 音樂 Music |
| <input type="checkbox"/> 中醫學 Chinese Medicine | <input type="checkbox"/> 護理學及健康護理 Nursing Studies and Health Care |
| <input type="checkbox"/> 中藥學 Chinese Medicine Pharmaceutics | <input type="checkbox"/> 攝影及電影藝術 Photography and Cinema |
| <input type="checkbox"/> 電腦及資訊科技 Computer Science and Information Technology | <input type="checkbox"/> 心理學 Psychology |
| <input type="checkbox"/> 文化研究 Cultural Studies | <input type="checkbox"/> 普通話及東方語言 Putonghua and Oriental Languages |
| <input type="checkbox"/> 舞蹈及戲劇 Dance and Drama | <input type="checkbox"/> 康樂及體育管理 Recreation and Sports Management |
| <input type="checkbox"/> 警學及保安 Disciplinary Forces and Security | <input type="checkbox"/> 社會工作及社會學 Social Work and Sociology |
| <input type="checkbox"/> 電子商貿 (技術應用) E-Commerce (Technical Applications) | <input type="checkbox"/> 旅遊業務 Travel and Tourism |
| <input type="checkbox"/> 經濟及金融 Economics and Finance | <input type="checkbox"/> 中醫學 Chinese Medicine |
| <input type="checkbox"/> 教育 Education | <input type="checkbox"/> 翻譯學 Translation |
| <input type="checkbox"/> 英語 English | <input type="checkbox"/> 其他 Others: _____ |

過去曾修讀本院的普通 / 學歷課程的數目 :

The number of general courses / award bearing programmes you have taken in SCS in the past:

- | | | | | |
|-------------------------------------|--|--|--|---|
| <input type="checkbox"/> 沒有
None | <input type="checkbox"/> 一至兩個
2 or less | <input type="checkbox"/> 三至四個
3 - 4 | <input type="checkbox"/> 五至六個
5 - 6 | <input type="checkbox"/> 七個或以上
7 or more |
|-------------------------------------|--|--|--|---|

你的僱主有否贊助你修讀本課程？

Is your employer giving you financial support towards the programme you have applied for?

- | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 沒有
No | <input type="checkbox"/> 有
Yes | → 贊助比率 Sponsored Percentage _____ |
|-----------------------------------|-----------------------------------|-----------------------------------|

其他意見 :

Other Opinions:

由本院填寫 Completed by SCS, CUHK

- 報名表收悉, 有關文件齊備。申請錄取與否, 本院將另函通知。Your application has been received. Supporting documents are fully attached. SCS will inform you of the selection result in due course.
- 尚欠下列文件 : The following document(s) is / are missing:
 - 身份證副本 Photocopy of your HKID card.
 - 報名費支票HK\$ _____ Cheque for Enrolment Fee HK\$ _____
 - 學費支票HK\$ _____ Cheque for Tuition Fee HK\$ _____
 - 信用卡資料 Credit Card information
 - 學歷證明 / 成績單副本 Photocopies of academic qualifications / results
 - 其他 Others: _____

由申請人填寫 Completed by Applicant

姓名 Name: _____

地址 Address: _____

課程名稱 Programme applied for: _____

- 本人希望學院以電子郵件通知。 I would like to be notified by email.

請貼上
\$1.4郵票
Please affix
\$1.4 stamp here

申請程序及須知 Enrolment Procedures & Guidelines

1. 入學要求 Admission Requirements

學歷課程申請人的錄取依據個別課程的錄取規定及標準而定。Admission requirements of Award-bearing Programmes are outlined in the details of individual programme brochures and the School's Prospectus.

2. 個人資料收集聲明 Personal Data Collection Statement

申請人於填寫報名表格時所提供的個人資料，本院將用作處理報讀本院課程或處理學生事務的有關事宜。根據個人資料(私隱)條例，申請人有權查詢及更改其個人資料。申請人如須查詢或更改其個人資料，請致函本院。The personal data provided on Enrolment Forms will be used by SCS only for purposes related to the processing of enrolment and student administration. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the School.

3. 報名須知 Enrolment Procedures

申請人必須提供所有有關資料，否則其申請將不獲處理。本院將以書面通知申請人有關錄取結果。本院於收到繳費後會發出收據予申請人，惟對於因郵遞失誤而遺失之收據，本院概不負責。申請人如有遺失收據而要求本院發出收據副本證明，需另行申請及繳付手續費港幣五十元正。如在開課前三天仍未收到收據，請致電 2209 0290與報名組或課程負責職員聯絡。An application will be processed upon receipt of the completed Enrolment Form and relevant payment together with supporting documents. Successful applicants will be notified in writing of the selection results. Receipts will be issued to applicants enrolled but SCS will not be responsible for any loss of receipt sent by mail. Applicants will be required to pay an administrative charge of HK\$50 upon request to SCS to issue a copy of the receipt. If you do not receive the payment receipt three days prior to the programme commencement date, please check with the Enrolment Section at 2209 0290 or respective programme staff.

4. 補充資料 Supplementary Information

申請人須於遞交報名表格前仔細閱讀有關課程章程有否要求閣下提交表格以外的補充資料。Applicants should read through the information carefully in the respective programme brochures regarding the programmes applied for and submit any supplementary information required by the programmes.

5. 報名費及學費 Enrolment Fee and Tuition Fee

申請人請閱讀有關課程章程及本院課程手冊內註明的報名費及學費。申請人須先行繳付報名費。申請人一經錄取，須繳付學費。申請人可全數繳付或分期繳付，視乎所報讀課程之規定。如用信用卡繳付學費，請於乙部填寫所須繳付的學費。申請人被錄取後，本院才向銀行支取有關學費。Fees are outlined in the details of individual programme brochures and the School's Prospectus. The tuition fee may be payable in full on admission or by installments with the first installment payable on admission. The tuition fee will only be charged to the applicant's credit card when admission is granted. Applicants should complete the amounts of the Enrolment and Tuition Fees payable in Part B.

6. 課程繳費辦法 Payment Methods

課程繳費辦法 The following payment methods may be used:

(i) 支票或銀行本票 Cheque or Bank Draft

報名費及學費請分別開列支票繳交。如用支票或銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同報名表格，於辦公時間親臨或寄予本院辦理報名手續。如報讀超過一個課程者，請分別填寫報名表格及開列支票，以便本院辦理。支票 / 本票背面請寫上申請人姓名、身份證號碼及課程編號。如欲報讀之課程已額滿，本院將退回餘下支票。支票如不能兌現，申請人須於收到本院職員通知日起的三個工作天內親臨本院辦事處繳付學費，並須另行繳付港幣五十元手續費。逾期辦理將不獲保留學額。Please issue separate cheques for handling Enrolment Fee (where applicable) and Tuition Fee. Cheques or bank drafts should be made payable to "The Chinese University of Hong Kong", crossed and sent or delivered in person with the Enrolment Form to SCS. A separate cheque should be issued for each programme. (Note: Please write your name, HKID card no. and programme no. on the back of each cheque.) This will ensure the speedy return of cheques in the event that programmes are full or cancelled. If cheques are rejected by the bank, applicants will be required to pay the tuition fee and an administrative charge of HK\$50 within three working days upon receipt of notification from SCS. Failure to do so will result in cancellation of the Enrolment Form.

(ii) 信用卡或萬事達卡 (不適用於以外幣支付學費的課程) Credit Card (Not applicable to programmes with tuition fee in foreign currencies)

如用信用卡或萬事達卡繳費，請於報名表格上填寫信用卡的編號、有效日期及簽名，並親臨或郵寄至本院辦理。如申請人之信用卡繳費未能入賬，申請人須於收到本院職員通知起的三個工作天內，親臨本院繳付學費，並須另行繳付港幣五十元手續費。逾期辦理將不獲保留學額。The Enrolment Form should include the card holder's name, card number and expiry date. If the card payment is rejected by the bank, the applicant will be required to pay the tuition fee and an administrative charge of HK\$50 within three working days upon receipt of notification from SCS. Failure to do so will result in cancellation of the Enrolment Form.

7. 轉讀其他課程 Transferability

申請人只可在課程額滿或取消的情況下申請轉修另一課程，而不需繳付手續費。申請人若已被錄取修讀，但非因課程額滿或取消而申請轉讀另一課程者，須經本院同意，並於已報讀之課程開課日期前一週提出申請，以支票 / 本票繳交手續費港幣二百元正，逾期恕不受理。申請人所繳學費及學額不得轉讓他人。In the event that a programme is full or cancelled, transfer to another programme is permitted. No administrative charge will be made. Transfer of enrolment from one programme to another, not due to over-subscription or cancellation, can only be made subject to the approval of SCS and payment of HK\$200 administrative charge. In any event, the application for transfer should be made no less than one week before the commencement date of the enrolled programme. Tuition fee paid and enrolment status cannot be transferred from one applicant to another.

8. 學費退還安排 Refund Policy

非因課程額滿或取消，申請人所繳學費將不獲退回。Fees paid are not refundable, except in the event of a programme being fully enrolled or cancelled.

9. 課程更改 Course Changes

如有需要，本院有權更改原定課程之導師、上課時間、地點及內容。如報名人數不足，本院有取消該課程之權利。SCS reserves the right to make alterations regarding instructors, class locations, class schedules and the content of programmes from time to time. SCS also reserves the right to cancel a programme if enrolment is insufficient.

10. 報名中心地點及時間 Enrolment Centres & Office Hours

尖沙咀報名中心 Tsim Sha Tsui Enrolment Centre	中環報名中心 Central Enrolment Centre
九龍尖沙咀漆咸道南67號安年大廈13樓 13/F Oriental Centre, 67 Chatham Road South, TST, Kowloon. 週一至週五：上午九時至下午九時 Monday to Friday: 9am - 9pm 週六：上午九時至下午六時 Saturday: 9am - 6pm (星期日及公眾假期休息) (Closed on Sundays and Public Holidays) 電話號碼 Tel: 2209 0290 傳真號碼 Fax: 2367 2593	香港中環夏慤道12號美國銀行中心1樓A Unit A, 1/F Bank of America Tower, 12 Harcourt Road, Central, Hong Kong 週一至週五：上午九時至下午八時 Monday to Friday: 9am - 8pm 週六：上午九時至下午五時 Saturday: 9am - 5pm (星期日及公眾假期休息) (Closed on Sundays and Public Holidays) 電話號碼 Tel: 3111 7222 傳真號碼 Fax: 3110 0611

11. 郵寄報名 Enrolment by Mail

請寄予本院總辦事處，郵寄地址為「香港新界沙田香港中文大學博文苑」。Please send to "Inter-University Hall, The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong".